



## **Mid-Continent Regional Science Association Executive Director Position Description**

### Overview

The Executive Director (ED) is appointed by the MCRSA Board of Directors. The ED is responsible for the overall operation and financial welfare of the Association. The ED advises the Board on matters of policy and investment which may affect the financial welfare of the organization, and otherwise carries out duties as directed by the MCRSA President. The ED is a voluntary position representing service to the profession. There is no compensation, by either direct payment or travel assistance, for the ED. Generally, the ED would make a commitment for a minimum of five years, pending annual renewal by the Board. The term of the position commences at the conclusion of the MCRSA conference annual business meeting on June 6, 2019 in Madison, Wisconsin.

### Responsibilities

The three major responsibilities of the ED are 1) organizing the MCRSA annual conference, 2) managing the operations of the organization, and 3) managing the finances of the Association. The ED is expected to recruit members to assist with these tasks.

The ED's responsibilities for the annual conference include:

- Securing an appropriate meeting venue.
- Negotiating hotel contracts.
- Placing food, beverage, and audio-visual orders.
- Publishing the conference program and proceedings.
- Assisting with the NARSC meetings once every 5 years when MCRSA is hosting.

The ED's responsibilities for the operations of the organization include:

- Storing and managing property of the MCRSA.
- Maintaining all Association physical and electronic records.
- Facilitating the annual meeting & other membership communication.
- Maintaining the Association's listserv and web presence.

The ED's responsibilities for the financial management of the organization include:

- Making purchases on behalf of the organization.
- Preparing an annual budget summary for presentation at the annual meeting.
- Filing taxes.
- Maintaining the Association's corporate status.
- Being accountable for all contracts made by the association.

### Required Qualifications

- Commitment to making MCRSA a professional priority.
- Honesty, professional integrity, organizational capability, and attention to detail.
- Experience in conference organizing.
- Experience in accounting and financial management.

### Strongly Recommended

- If otherwise holding a tenure-track academic appointment, that tenure has been secured.
- Secure institutional administrative support for the service.
- Access to sufficient institutional resources (programmatic budget flexibility, student/staff assistance, IT technical support, etc.) to fulfill responsibilities of the position.

### Application

Persons wishing to apply for the MCRSA ED position should prepare a detailed letter of interest addressing all the points outlined in this description. Supplementary materials will be considered but are not required. It is recommended any person interested in applying contact the current ED, John Leatherman, for additional details.

Send letters of application electronically to John Leatherman at [jleather@ksu.edu](mailto:jleather@ksu.edu) by March 30, 2019. Interviews will be held via teleconference early- to mid-April. Applicants will be notified of the MCRSA Board's decision no later than April 30, 2019.

### Questions

Visit the MCRSA Website: [www.mcrsa.org](http://www.mcrsa.org). Contact John Leatherman, 785-532-4492, [jleather@ksu.edu](mailto:jleather@ksu.edu), or David Kay, MCRSA President, [davedkay@gmail.com](mailto:davedkay@gmail.com).